



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



February 10, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ESTABLISH A NEW CAPITAL PROJECT AND TRANSFER FUNDS
FOR A NEW ATHENS SHERIFF'S SATELLITE STATION
(SECOND DISTRICT) (3 VOTES)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER
THAT YOUR BOARD:**

1. Consider the Negative Declaration and find that the project will not have a significant effect on the environment, find that the Negative Declaration reflects the independent judgment of the County and approve the Negative Declaration.
2. Establish Capital Project 77288 for the new Athens Sheriff's Satellite Station Project, and authorize the Sheriff's Department to implement and deliver the project.
3. Approve the enclosed appropriation adjustment, which provides \$400,000 in appropriation to the 2003-04 Capital Project Budget to be funded from Second District, Capital Project Funds (\$200,000) and the Sheriff's Fixed Asset Appropriation (\$200,000) for the purpose of constructing the Athens Sheriff's Satellite Station Project.

A Tradition of Service

4. Find that the proposed project will have no adverse effect on wildlife resources and authorize this Department to complete and file a Certificate of Fee Exemption for the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendation will establish a new capital project to construct a satellite station that will create a Sheriff's Department presence in the Athens community. The location of the satellite station will be in the vicinity of the new proposed Athens Sheriff's Station.

On April 21, 1999, your board approved the replacement and expansion of Lennox Sheriff's Station. The proposed project entailed replacing the existing Lennox Sheriff's Station and adjacent County Library with a 48,300 square foot facility that would house the Sheriff, County Library, Second District Field Office, and Department of Public Works – Building and Safety Office. Upon completion of the programming phase of the project, it was determined that the size of the existing site was not economically viable to accommodate the requirements of the project.

As a cost effective alternative, the CAO proposed the development and construction of a new station at a separate County owned site in the Athens community, which is within the service area of the Lennox Station operation. The site is located on the corner of Normandie Avenue and Imperial Highway. As a result, your board approved a scope revision for the Lennox Station project and initiated programming studies for the proposed Athens Station on March 11, 2003. The Sheriff's Department proposed to relocate a major portion of its staffing and functions from the Lennox Station to the new Athens Station.

To promote the community awareness that a new Sheriff's Station will soon be located within the Athens community, a 1,440 square foot modular unit would be used as a satellite station until the new facility is complete and occupied.

The proposed project costs of \$400,000, includes fabrication and installation of the modular unit, minor site enhancements, and all necessary utility connections. The satellite station will be relocated to the existing Lennox Station at the completion of the new Athens Sheriff's Station.

Implementation of Strategic Plan Goals

These actions are consistent with the County's Strategic Plan Goals of Service Excellence since this project provides a Sheriff's Department presence in the Athens community while the new Athens Station is being constructed.

FISCAL IMPACT/FINANCING

The proposed project cost is estimated at \$400,000, which includes fabrication and installation of the modular unit, minor site enhancements, and all necessary utility connections.

Approval of the enclosed appropriation adjustment will provide \$400,000 in appropriation to the 2003-04 Capital Project Budget to be funded from Second District, Capital Project Funds (\$200,000) and the Sheriff's Fixed Asset Appropriation (\$200,000) for the purpose of constructing the project. The proposed project's schedule and budget summaries are provided in Enclosures A and B, respectively.

There will be no impact on the current staffing at Lennox Station. Station personnel will be assigned to perform the transition and community relations activities associated with the new Athens Sheriff's Station.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services. The location of the proposed satellite station will be located away from the existing building currently on site and will not have any impact on the existing operations of the Probation Department and Department of Public Social Services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Not applicable.

ENVIRONMENTAL DOCUMENTATION

California Environmental Quality Act (CEQA) requires public agency decision makers to document and consider the environmental implications of their action.

A fee must be paid to the State Department of Fish and Game when certain notices required by CEQA are filed with the County Clerk. The County is exempt from paying this fee when the Board finds that a project will have no impact on wildlife resources. The initial study of Environmental Factors concluded there will be no adverse effects on wildlife resources. Upon approval of the Negative Declaration by the Board, this Department will file a Notice of Determination in accordance with the requirements of Section 21152 (a) of the California Public Resources Code and a Certificate of Fee exemption with the County Clerk. A \$25 handling fee will be paid to the County Clerk for processing.

CONTRACTING PROCESS

Internal Services Department (ISD) will assist the Sheriff's Department to acquire the modular unit. The minor site enhancements, and utility connections will be completed using the Sheriff's Job Order Contract.


CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects) and the Sheriff's Department (Facilities Planning Bureau).

Respectfully submitted,



LEROY D. BACA
SHERIFF



DAVID E. JANSSEN
Chief Administrative Office

The Honorable Board of Supervisors
February 10, 2004
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DEJ:LDB:DJT:TJ:GT

(Administrative Services Division, Facilities Planning Bureau)

Encl. 3

Cc: Justice Deputies (5)
David E. Janssen, Chief Administrative Officer (CAO)
Sharon Harper, Deputy Chief Administrative Officer
Debbie Lizzari, Assistant Administrative Officer, CAO
Rochelle Goff, Acting Assistant Division Chief, CAO
Brian Mahan, Senior Analyst, Chief Administrative Office
J. Tyler McCauley, Auditor-Controller
Lloyd W. Pellman, County Counsel
Dalila Corral, Principle Deputy, County Counsel
Gary Gross, Senior Deputy, County Counsel
Paul K. Tanaka, Chief, Administrative Services Division (ASD)
Victor Rampulla, Assistant Division Director, ASD
Andrew L. Lamberto, Assistant Division Director, ASD
Gary K. Tse, Director, Facilities Planning Bureau
Patricia A. Hawkins, Director, Fiscal Administration
Wendy Watanabe, Director, Financial Programs
Judi E. Thomas, Assistant Director, Fiscal Administration
Glen Dragovich, Assistant Director, Financial Programs
Henry Yee, Manager, Facilities Planning Bureau
Christy Guyovich, Sergeant, Administrative Services Division
(AthensTrailerBrdLtr)

February 10, 2004

ENCLOSURE A

**ESTABLISH A NEW CAPITAL PROJECT AND TRANSFER FUNDS
FOR A NEW ATHENS SHERIFF'S SATELLITE STATION
(SECOND DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Project Needs Assessment	N/A
Project Feasibility	N/A
Project Program	N/A
Design Contract Execution Construction Document Submittal Jurisdictional Approval	N/A
Award of Purchase Order	03/02/04 *
Construction and Delivery of Modular Unit Substantial Completion	06/04/04

* Contract to be awarded by Internal Services Department (ISD).

February 10, 2004

ENCLOSURE B

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land Acquisition	N/A
Construction	
(a) Construction	\$242,900
(b) Change Orders	\$32,100
Subtotal	\$275,000
Equipment	-0-
Plans and Specifications	
Programming	-0-
Consultant Services	
Phase 2 Environmental Assessment	-0-
Additional Environmental Assessment	-0-
TOTAL	-0-
Miscellaneous Expenditures	
(a) Miscellaneous	\$42,000
(b) Furniture	\$33,000
Subtotal	\$75,000
Jurisdictional Review and Plan Check	-0-
County Services	\$50,000
TOTAL	\$400,000

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No.

770

DEPARTMENT OF

SHERIFF

JANUARY 23, 19 2004

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

- 3 VOTES -

SOURCES

Capital Projects/Refurbishments
Various Improvements (0)
Var 2nd Dist Imprvts
Building & Improvements
A01 - CP - 77044 - 6014
\$200,000 Decreases Appropriation

Sheriff's Department
Fixed Assets
A01 - SH - 15687 - 6030
\$200,000 Decreases Appropriation

TOTAL

\$400,000

USES

Capital Projects/Refurbishments
Athens Sheriff Station (2)
Athens Satellite Station
Building & Improvements
A01 - CP - 77288 - 6014
\$400,000 Increases Appropriation

\$400,000

JUSTIFICATION: This adjustment is necessary to transfer appropriation to fund project costs for the new Athens Sheriff Station Satellite Project.

Wendy Watanebe
Wendy Watanebe, Director, Financial Programs, ASD

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

JAN 23, 2004 19

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

AUDITOR-CONTROLLER BY

No.

186

JAN 26 2004

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

OK
BMM
1-28-04